

Create Forums

Recording Questions and Answers Associated with a Solicitation



Operational Services Division – Comm-PASS Helpdesk

Create Forums

- Must be associated with an Open Solicitation the user owns
- Creation wizard guides users through six (6) steps
- Required fields/formats (*) are system-enforced
- Comm-PASS functionality supports:
 - **inquiry management**
 - online question submission for any visitor
 - collection of contact information
 - association of questioner contact information with inquiry
 - **response management**
 - access to tentative or final answers at owner's discretion
 - publication of questioner's contact information with question at owner's discretion
 - creation of answers with or without file attachment
 - editing of answers prior to finalization
 - clarification of answers after finalization
 - cancellation of forum
- Forum owners are responsible for compliance under applicable procurement law, policy or practices
- This scenario ends by selecting the View icon.

Login to Comm-PASS using BuySmart Buyer Login ID and Password.



OPERATIONAL SERVICES DIVISION
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Welcome to Comm-PASS - Windows Internet Explorer provided by Administration and Finance

http://www.comm-pass.com/

Welcome to Comm-PASS

Comm-PASS Procurement Access & Solicitation System

Welcome to the [Commonwealth's sole online procurement record site](#). Public record access is always FREE. [Ask A Question](#)

[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [BUSINESS DIRECTORY](#) [JOIN](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

BUYSMART

Buyers: Better manage the procurement process with **BUYSMART**, the **FREE** online system for Massachusetts public entities from Comm-PASS.

Buyer LoginID

Password

[Login/Agree](#)
[Terms of Use](#)
[Retrieve Forgotten Login ID](#)
[Reset Forgotten Password](#)

BUYSMART Helps you:

- > Receive more qualified competitive bids
- > Streamline workflow

[OSD Procurement Schedule](#)
Review this summary schedule of Operational Services Division's upcoming procurement activity.

[OSD Events and Training](#)

Opportunities Currently Exceed \$6.07 Billion

Select Images To Access Authorized Statewide Contract Vendor Ads

ADVERTISE HERE!
For More Information

Is Your Business Eligible? SBPP
SMALL BUSINESS PURCHASING PROGRAM

This Space Available!
For More Information

Save smart
Greater Savings on Statewide Contracts
Details

D-C-A-M
Division of Capital Asset Management
Register for DCAM Certification Workshops

Fiscal Year 2013 Small Business Purchasing Program Benchmark Issued
The Operational Services Division is pleased to announce the issuance of the Fiscal Year 2013 benchmark for the Small Business Purchasing Program (SBPP). In an effort to increase the use of small businesses in public purchasing, Executive Branch Departments are strongly encouraged to spend 2.5% of annual procurement expenditures with small businesses enrolled in the SBPP. By issuing this benchmark, Executive Branch Departments have a greater incentive to support the existence and growth of small businesses in the Commonwealth by continuing to invest in Massachusetts-based small business enrolled in the SBPP.

The Small Business Purchasing Program was established in 2010 to support small businesses in the Commonwealth. To enroll in the program, please follow these five [steps](#).

ATTENTION - Action may be required prior to October 16, 2012 for Transition to New Contract for Network Services -

ATTENTION

SMART2BID

Vendors: Stay on top of contract opportunities by subscribing to SMART2BID, the new online subscription service from Comm-PASS.

Vendor LoginID

Password

[Login](#)
[Retrieve Forgotten Login ID](#)
[Reset Forgotten Password](#)

SMART2BID Lets you:

- > Track bids online through the entire process
- > Get emails about amendments and updates
- > Receive emails with new solicitations / contracts that meet your criteria

Internet | Protected Mode: On

125%

8:11 AM
12/12/2012

Select the “Forums” tab from the top of the page. Throughout Comm-PASS, refer to the “Quick Tips”... Each page contains context-related definitions and helpful hints



Comm-PASS

Procurement Access & Solicitation System

Logout

Help

OSD

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MASSACHUSETTS

QUICK QUOTES

SOLICITATIONS

CONTRACTS

FORUMS

APPROVAL

REPORTING

ADMIN

MY PROFILE

BUSINESS DIRECTORY

FED STIMULUS

RESOURCE CENTER

Desktop

Quick Links

You have 0 Items In Your Approval Inbox

You have 0 Items In Your Rejected Inbox

You have 58 Draft Solicitation(s)

You have 7 Draft Contract(s)

You have 7 Open Solicitation(s)

You have 0 Active Contract(s)

You have 2 Active Forum(s)

You have 0 Email Notification(s) that were sent today

You have 6 BuySmart Membership Requests Awaiting Review

You have 22 Draft Quick Quote(s)

You have 0 Draft Award(s)

You have 0 Draft Purchase Order(s)

You have 0 Posted Quick Quote(s)

You have 1 Posted Award(s)

You have 0 Posted Purchase Order(s)

You have 0 Quick Quotes(s) with at least one(1) Response

Items I'm Tracking

9 Items found, displaying all items.

| Document Type | Document Title | Close Date/End Date/Quote Deadline | Delete | View |
|---------------|---|------------------------------------|--------|------|
| CONTRACT | Electrician - Tradespersons Repair and Maintenance | 12/15/2014 | | |
| SOLICITATION | Network Services | 05/10/2012 | | |
| CONTRACT | OFF15 - Printing Services (Offset, Photocopy, pre- and post-press production) and Mail Services | 06/30/2012 | | |
| CONTRACT | Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies | 04/30/2014 | | |
| CONTRACT | Short-term Rental of Various Light Duty Vehicles | 11/14/2012 | | |
| QUICKQUOTE | The eProcurement Roadmap and Business Case | 02/13/2012 | | |
| SOLICITATION | Training Services | 05/10/2012 | | |
| SOLICITATION | Travel Services | 05/17/2012 | | |
| CONTRACT | Two-Way Radio Systems, Equipment & Services | 06/30/2012 | | |

Currently displaying 50 records per page. Change display to [5](#), [10](#), [15](#), [25](#) records per page.

Currently Administering:

[Operational Services Division / Operational Services Division](#)

Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.

Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.

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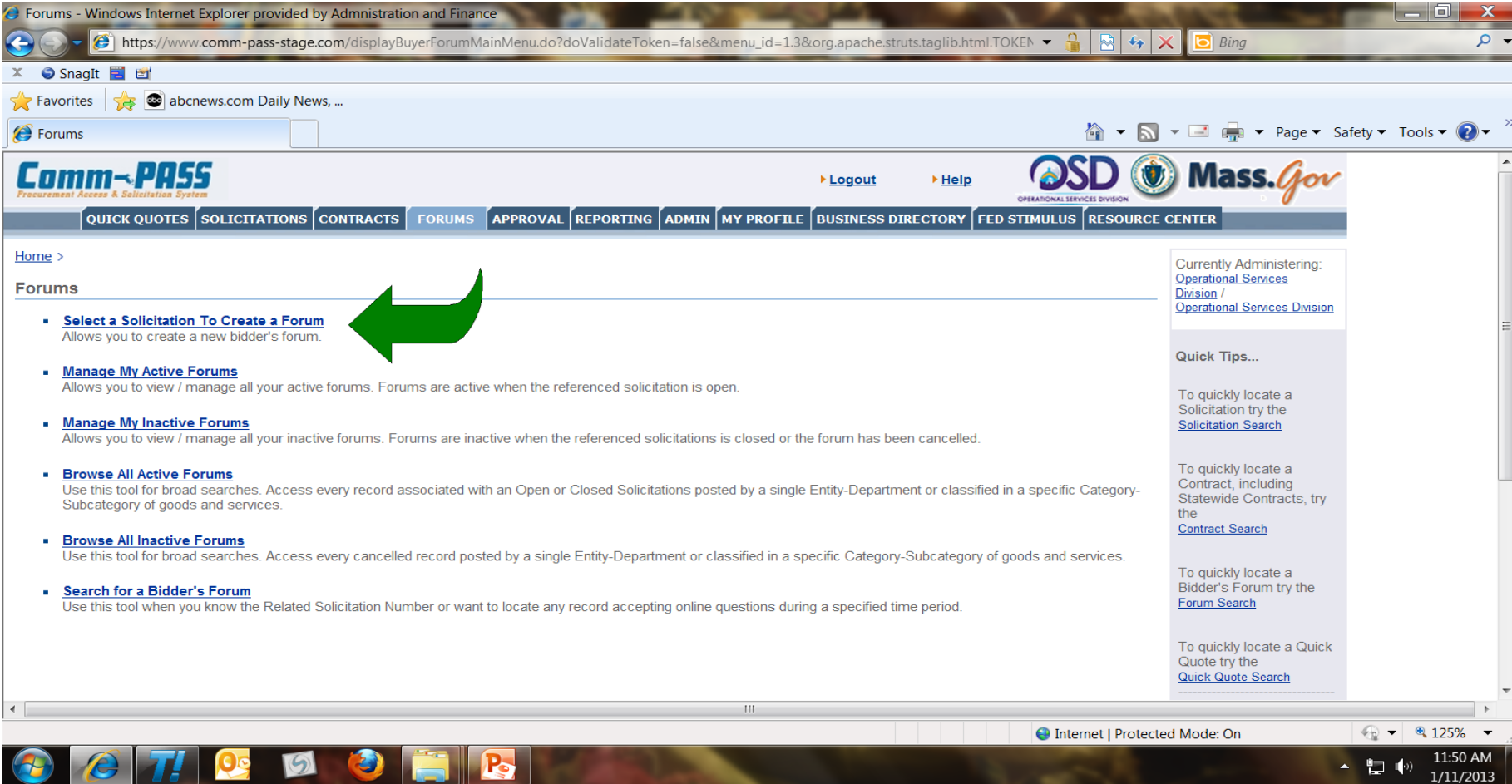
Comm-PASS System Availability

Site Policies

About OSD

OSD Homepage

Select the underlined link “ Select a Solicitation To Create a Forum”.



Forums - Windows Internet Explorer provided by Administration and Finance

https://www.comm-pass-stage.com/displayBuyerForumMainMenu.do?doValidateToken=false&menu_id=1.3&org.apache.struts.taglib.html.TOKEN

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Logout Help

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QUICK QUOTES SOLICITATIONS CONTRACTS **FORUMS** APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home >

Forums

- Select a Solicitation To Create a Forum
Allows you to create a new bidder's forum.
- Manage My Active Forums**
Allows you to view / manage all your active forums. Forums are active when the referenced solicitation is open.
- Manage My Inactive Forums**
Allows you to view / manage all your inactive forums. Forums are inactive when the referenced solicitations is closed or the forum has been cancelled.
- Browse All Active Forums**
Use this tool for broad searches. Access every record associated with an Open or Closed Solicitations posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- Browse All Inactive Forums**
Use this tool for broad searches. Access every cancelled record posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- Search for a Bidder's Forum**
Use this tool when you know the Related Solicitation Number or want to locate any record accepting online questions during a specified time period.

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Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

Internet | Protected Mode: On 125%

11:50 AM 1/11/2013

A list of your Open Solicitations will display. Select the record you wish to associate with a Forum by selecting the “Check Marked” box.



Select a Solicitation to Create a Forum - Windows Internet Explorer provided by Administration and Finance

https://www.comm-pass-stage.com/displayBuyerForumMyOpenSolList.do?doValidateToken=false&menu_id=1.3.1&org.apache.struts.taglib.html.*

Snagit

Favorites | abcnews.com Daily News, ...

Select a Solicitation to Create a Forum

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home > Forums >

Select a Solicitation to Create a Forum

Filter This List

One item found.

| Close Date | Title | Open Date | Select |
|--------------------|------------------------------------|------------|-------------------------------------|
| 01/31/2013 02:00PM | Healthcare Equipment & Furnishings | 01/11/2013 | <input checked="" type="checkbox"/> |

Quick Tips...

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Click **Filter This List** to locate specific solicitations.

To undo the filter, click on **Clear Filter** to go back to your initial open solicitations list.

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https://www.comm-pass-stage.com/processBuyerForumMyOpenSolList.do?action=FA&FA=filter&showBreadcrumbsReturnLink=y&org.apache

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11:53 AM 1/11/2013

The Forum template consists of six (6) steps. The Document Title of the Referenced Solicitation populates automatically.



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Header - Windows Internet Explorer provided by Administration and Finance

https://www.comm-pass-stage.com/displayBuyerForumHdrEdit.do?docViewType=OPEN&doValidateToken=false&docId=135792&deptId=2118

SnagIt

Favorites | abcnews.com Daily News, ...

Header

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home > Forums > Create/Edit Forum >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Header

*Online Forum Title:

Referenced Solicitation: Healthcare Equipment & Furnishings

*Online Forum Description:

Additional Key Words for Searching:

Next Step

Currently Administering:
[Operational Services Division / Operational Services Division](#)

Quick Tips...

Required fields (*) must be populated into the Header Information page.

The search engine will already search key fields such as document title and description, but creating **Additional Key Words** within the Header Information will increase the chances of a successful match.

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Done

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125%

11:58 AM 1/11/2013

Complete the two (2) required fields: “Online Forum Title” and “Online Forum Description”. Search by “Keyword” locates exact terms used in all three (3) header fields. Select “ Next Step”.

Header - Windows Internet Explorer provided by Administration and Finance

https://www.comm-pass-stage.com/displayBuyerForumHdrEdit.do?docViewType=OPEN&doValidateToken=false&docId=135792&deptId=2118

Header

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QUICK QUOTES SOLICITATIONS CONTRACTS **FORUMS** APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home > Forums > Create/Edit Forum >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Header

*Online Forum Title:

Referenced Solicitation: Healthcare Equipment & Furnishings

*Online Forum Description:

Additional Key Words for Searching:

Next Step

Currently Administering:
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Quick Tips...

Required fields (*) must be populated into the Header Information page.

The search engine will already search key fields such as document title and description, but creating **Additional Key Words** within the Header Information will increase the chances of a successful match.

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Done

Internet | Protected Mode: On

11:58 AM
1/11/2013

The “Contact” data defaults to the Buyer’s information. If the information is correct, select the “Next Step” button. If it requires correction, select the “Edit Contact Info” link. Remember to “Save” and then select “Next Step”.



A screenshot of a web browser displaying the Comm-PASS system interface. The browser window title is "Contact - Windows Internet Explorer provided by Administration and Finance". The address bar shows the URL "https://www.comm-pass-stage.com/processBuyerForumHdrEdit.do". The page header includes the "Comm-PASS" logo, navigation tabs like "QUICK QUOTES", "SOLICITATIONS", "CONTRACTS", "FORUMS", "APPROVAL", "REPORTING", "ADMIN", "MY PROFILE", "BUSINESS DIRECTORY", "FED STIMULUS", and "RESOURCE CENTER", and links for "Logout" and "Help". The main content area shows a progress bar with six steps: 1. Header, 2. Contact (highlighted), 3. Calendar, 4. Rules, 5. Physical Conference, and 6. Review. Below the progress bar, the "Contact" section displays system administrator information: "System Administrator", "Comm-PASS Admin", "One Ashburton Place", "Boston, MA, 02108-1552", "(888) 627-8283 (phone)", "(617) 720-3197", "(617) 727-4527 (Fax)", and "comm-pass@state.ma.us". To the right of this information is a link labeled "Edit Contact Info". Below the contact information are two buttons: "Previous" and "Next Step". A large green arrow points from the "Edit Contact Info" link to the "Next Step" button. Another green arrow points from the "Edit Contact Info" link to a "Quick Tips..." box on the right side of the page. The "Quick Tips..." box contains text about modifying contact information and valid email addresses. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying "12:01 PM 1/11/2013".

Over-write the default “Contact” fields with new “Contact” information.
Select the “Save Contact Info” link.



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Comm-PASS
Procurement Access & Solicitation System

[Logout](#)

[Help](#)

[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTING](#) [ADMIN](#) [MY PROFILE](#) [BUSINESS DIRECTORY](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

[Home](#) > [Forums](#) > [Create/Edit Forum](#) >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Contact

*First Name:
*Last Name:
Title:
Department:
*Address 1:
Address 2:
*City:
*State or Province:
*Postal Code:
*Phone: - - x
Phone2: - - x
Phone3: - - x
*E-mail:

(Phone2 Type)
Fax (Phone3 Type)

[Save Contact Info](#)

[Previous](#) [Next Step](#)

Currently Administering:
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Quick Tips...

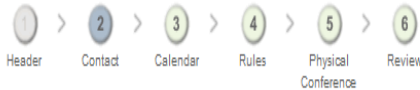
If you would like to modify your contact information that was populated from your profile, just click Edit Contact Info.

Phone - must be 10 digits long within the United States and Canada.

Valid E-mail addresses must have at least 2 or more characters after the "@" symbol.

Select the “Next Step” button.

[Home](#) > [Forums](#) > [Create/Edit Forum](#) >



Contact

Linda Forristall
Comm-PASS Project Analyst
One Ashburton Place
Boston, MA, 02108-1552
(888) 627-8283 (phone)
(617) 720-3197
(617) 727-4527 (Fax)
linda.forristall@state.ma.us

[Edit Contact Info](#)

PreviousNext Step



Currently Administering:
[Operational Services Division / Operational Services Division](#)

Quick Tips...

If you would like to modify your contact information that was populated from your profile, just click [Edit Contact Info](#).

Phone - must be 10 digits long within the United States and Canada.

Valid E-mail addresses must have at least 2 or more characters after the "@" symbol.

Select “Online Q/A Start-End Dates” from drop-downs, and enter times manually.
“Estimated Final Q/A Publish Date” is informational only.
Select the “Next Step” button.



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Calendar Rules - Windows Internet Explorer provided by Administration and Finance
https://www.comm-pass-stage.com/processBuyerForumContactEdit.do

Calendar Rules

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

[Home](#) > [Forums](#) > [Create/Edit Forum](#) >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Calendar Rules

*Online Q/A Start Date: 1 / 11 / 2013 12 : 30 PM
Month Day Year Hours : Minutes : EST

*Online Q/A End Date: 1 / 11 / 2013 1 : 00 PM
Month Day Year Hours : Minutes : EST

*Estimated Final Q/A Publish Date: 1 / 11 / 2013
Month Day Year

[Previous](#) [Next Step](#)

Currently Administering:
[Operational Services Division / Operational Services Division](#)

Quick Tips...

You are required to set a **Conference Start Date**, **Conference End Date**, and an **Estimated Finalize Date** for the forum.

Estimated Finalized Date
- estimated time frame of when you would finalize your bidder's forum.

Please note that the Conference End Date must be later than the Conference Start Date.

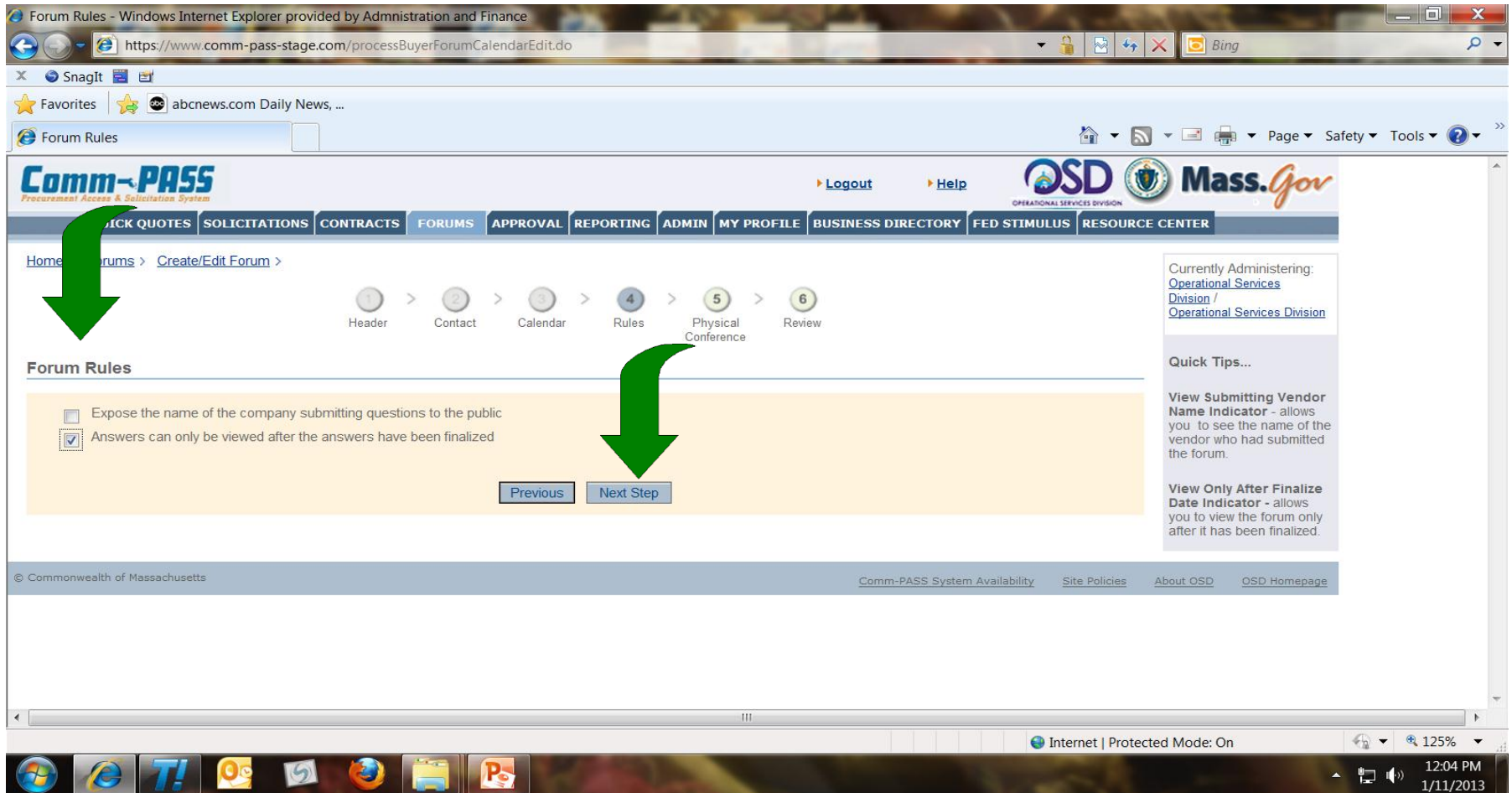
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Internet | Protected Mode: On

12:03 PM
1/11/2013

Select the “Forum Rules” checkboxes for those rules you wish to apply.
Select the “Next Step” button.



If no physical conference will be held, check the box under “Physical Conference Location”. Select the “Next Step” button.

Physical Conference Location - Windows Internet Explorer provided by Administration and Finance

https://www.comm-pass-stage.com/processBuyerForumRulesEdit.do

Snagit

Favorites | abcnews.com Daily News, ...

Physical Conference Location

Comm-PASS
Procurement Access & Solicitation System

Logout | Help

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QUICK QUOTES | SOLICITATIONS | CONTRACTS | FORUMS | APPROVAL | REPORTING | ADMIN | MY PROFILE | BUSINESS DIRECTORY | FED STIMULUS | RESOURCE CENTER

> Forums > Create/Edit Forum >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Physical Conference Location

☒ Check if the forum has no physical conference location

*Location Name:

*Location Address:

*Conference Start Time: / / : : AM

*Conference End Time: / / : : AM

Other Information:

Previous Next Step

Currently Administering:
[Operational Services Division / Operational Services Division](#)

Quick Tips...
Required fields (*) must be populated into the Location page.

Done



Internet | Protected Mode: On

125%

12:05 PM
1/11/2013

If a physical conference will be held, provide the required information.
Select the “Next Step” button.

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[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTING](#) [ADMIN](#) [MY PROFILE](#) [BUSINESS DIRECTORY](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

[Home](#) > [Forums](#) > [Create/Edit Forum](#) >

1 > 2 > 3 > 4 > 5 > 6
Header Contact Calendar Rules Physical Conference Review

Physical Conference Location

☐ Check if the forum has no physical conference location

*Location Name:

*Location Address:

*Conference Start Time: 5 / 10 / 2012 10 : 00 AM
Month Day Year Hours : Minutes : EST

*Conference End Time: 5 / 10 / 2012 12 : 00 PM
Month Day Year Hours : Minutes : EST

Other Information:

[Previous](#) [Next Step](#)

Currently Administering:
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Quick Tips...
Required fields (*) must be populated into the Location page.

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Review all the information you have supplied for accuracy.
Select the “Previous” button to return to prior pages for correction.
Select the “Submit Forum” button to publish i.e. post to Comm-PASS.

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[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTING](#) [ADMIN](#) [MY PROFILE](#) [BUSINESS DIRECTORY](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

[Home](#) > [Forums](#) > [Create/Edit Forum](#) >

1 > 2 > 3 > 4 > 5 > 6

Header Contact Calendar Rules Physical Conference Review

Review

Header Information

Online Forum Title: Questions and Answers for Small Business Banking Partnership

Online Forum Description: Please review the existing list of questions before submitting yours.

Contact Information

Name: Linda Forristall

Title: Comm-PASS Project Analyst

Address 1: One Ashburton Place

City: Boston

State or Province: MA

Postal Code: 02108-1552

Phone: (888) 627-8283

Phone2: (617) 720-3197

Phone3: (617) 727-4527 (Fax)

E-mail: linda.forristall@state.ma.us

Calendar Rules

Online Q/A Start Date: 05/08/2012 05:00PM

Online Q/A End Date: 05/15/2012 05:00PM

Estimated Final Q/A Publish Date: 05/20/2012

Forum Rules

Expose the name of the company submitting questions to the public: Yes

Answers can only be viewed after the answers have been finalized: Yes

Forum Location

Location Name: Ashburton Place Cafe

Location Address: One Ashburton Place Boston, MA

Conference Start Time: 05/10/2012 10:00AM

Conference End Time: 05/10/2012 12:00PM

Other Information:

Previous Submit Forum

Currently Administering:
[Operational Services Division / Operational Services Division](#)

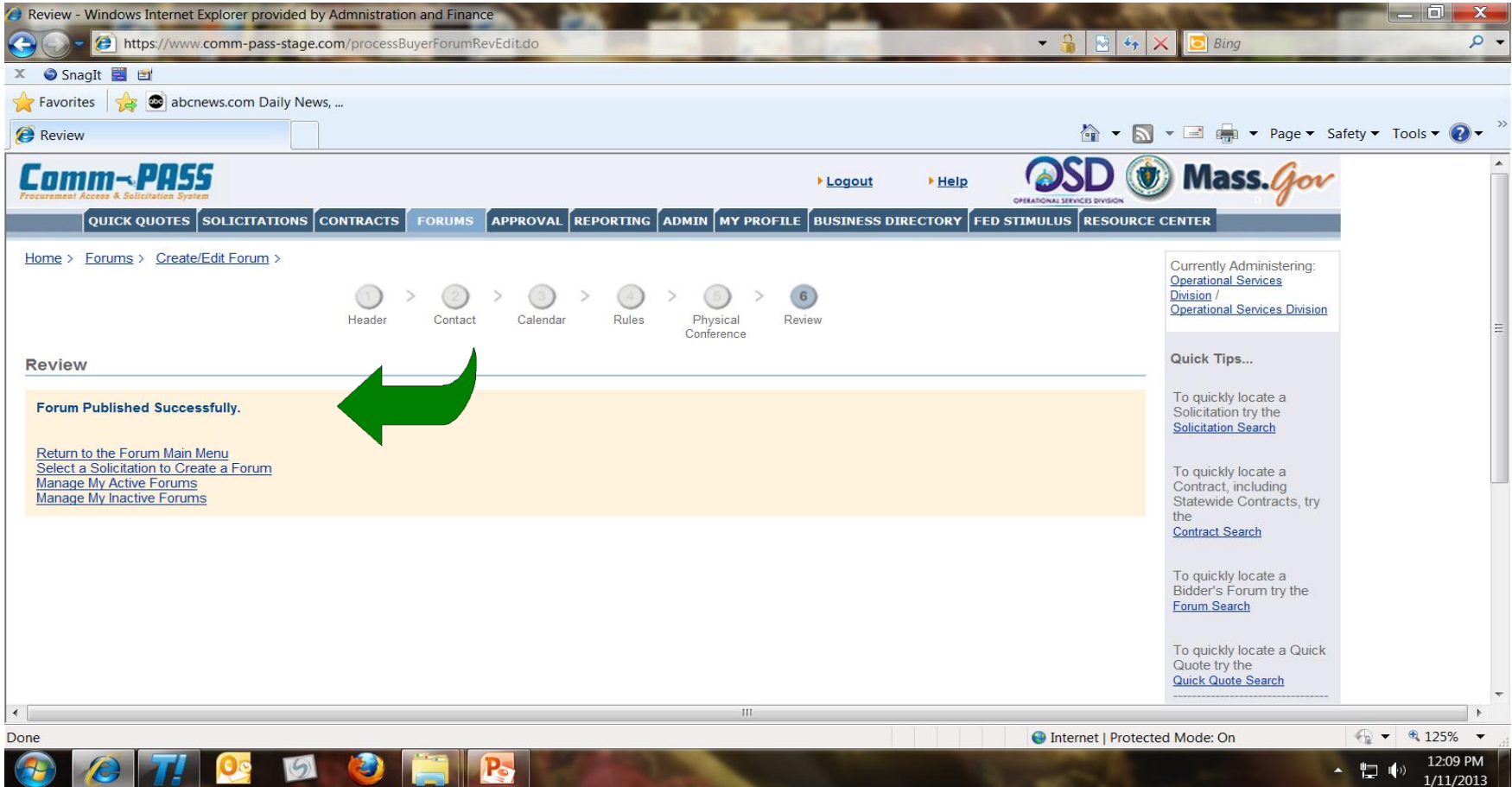
Quick Tips...
Be sure to review all the information that you had entered for each page before you click **Submit**.

Once the bidder's forum has been published, an email notification will be sent out to subscribed vendors who have the referenced solicitation in their profile. The subscribed vendors will then be able to submit questions to the bidder's forum.

Please note that when a bidder's forum is closed, the results will be made public.



The published Forum is now available to the public.



Review - Windows Internet Explorer provided by Administration and Finance
https://www.comm-pass-stage.com/processBuyerForumRevEdit.do

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Logout Help

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QUICK QUOTES SOLICITATIONS CONTRACTS **FORUMS** APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home > Forums > Create/Edit Forum >

1 Header > 2 Contact > 3 Calendar > 4 Rules > 5 Physical Conference > **6 Review**

Review

Forum Published Successfully.

Return to the Forum Main Menu
Select a Solicitation to Create a Forum
Manage My Active Forums
Manage My Inactive Forums

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Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)


To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

Done Internet | Protected Mode: On 125% 12:09 PM 1/11/2013

The posted Forum is now available to the public to “Ask a Question in the Forum” link. The link is available based on Q/A Start and End dates.



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[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTING](#) [ADMIN](#) [MY PROFILE](#) [BUSINESS DIRECTORY](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

[Home](#) > [Forums](#) > [Forum Search](#) > [Search Result](#) >

Summary

[> Ask a Question in the Forum](#)

Document Title: Questions and Answers for Small Business Banking Partnership Issued By: Office of the Treasurer / Office of the State Treasurer

[Summary](#) [Contact](#) [Rules](#) [Physical Conference](#) [Sign-in List](#) [Question/Answer](#)

Online Forum Title: Questions and Answers for Small Business Banking Partnership
Description: Please review the existing list of questions before submitting yours.
Online Forum Status: ACTIVE

Search Key Words: Bidder conference, Q & A, Q/A bid question

Online Q/A Start Date: 05/08/2012 05:00PM Online Q/A End Date: 05/15/2012 05:00PM

Referenced Solicitation Number: Small Business Banking Partnership 2011
Referenced Solicitation Title: Small Business Banking Partnership
Referenced Solicitation Category: FINANCIAL-Banking

Please note that a physical Bidder's Conference will be held in addition to this Online Forum. The results of this Bidder's Conference will be published through this Online Forum on or around the Estimated Final Q/A Publish Date.

Also note that the forum answers have not been finalized and are subject to change.

Currently Administering:
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Quick Tips...

To inquire about a particular Solicitation, Contract, or Bidder Forum, contact the person listed on the Issuer tab within the specific record.

Please note that all information and file attachments contained in each tab of any Comm-PASS record are hereby incorporated by reference into the Solicitation, Bidders' Conference (Forum), and resulting Contract, if any, of that record.

It is the responsibility of every bidder to check Comm-PASS for both:

Any addenda or modifications to a Solicitation for which they intend to bid by monitoring the "Last Change" field on the Solicitation's summary page to ensure that they have the most recent Solicitation files; and,

Any Bidder Forum records related to a Solicitation for which they intend to bid by using the Search for Bidders' Forum function on the Conduct Business menu to ensure that they have access to information regarding physical bidders' conferences, functionality which supports submission of written questions during the defined question period, and all questions and answers associated with the Solicitation, if any.

The Forum's association with a Solicitation is noted.



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[Home](#) > [Forums](#) > [Forum Search](#) > [Search Result](#) >

Summary

[Ask a Question in the Forum](#)

Document Title: Questions and Answers for Small Business Banking Partnership Issued By: Office of the Treasurer / Office of the State Treasurer

[Summary](#) [Contact](#) [Rules](#) [Physical Conference](#) [Sign-in List](#) [Question/Answer](#)

Online Forum Title: Questions and Answers for Small Business Banking Partnership

Description: Please review the existing list of questions before submitting yours.

Online Forum Status: ACTIVE

Search Key Words: Bidder conference, Q & A, Q/A bid question

Online Q/A Start Date: 05/08/2012 05:00PM

Online Q/A End Date: 05/15/2012 05:00PM

Referenced Solicitation Number: Small Business Banking Partnership 2011

Referenced Solicitation Title: Small Business Banking Partnership

Referenced Solicitation Category: FINANCIAL-Banking

Please note that a physical Bidder's Conference will be held in addition to this Online Forum. The results of this Bidder's Conference will be published through this Online Forum on or around the Estimated Final Q/A Publish Date.

Also note that the forum answers have not been finalized and are subject to change.

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Quick Tips...


To inquire about a particular Solicitation, Contract, or Bidder Forum, contact the person listed on the Issuer tab within the specific record.

Please note that all information and file attachments contained in each tab of any Comm-PASS record are hereby incorporated by reference into the Solicitation, Bidders' Conference (Forum), and resulting Contract, if any, of that record.

It is the responsibility of every bidder to check Comm-PASS for both:



any addenda or

The opportunity to attend a physical bidders' conference is noted.



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Summary

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Any additions or

The status of the Forum as “Finalized” or “Not Finalized” is noted.



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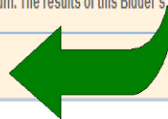
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Any additions or

Contact Information can be manipulated to direct all questions through the Forum functionality by selecting a default email address.



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Contact - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayPublicForumSummContactView.do?menu_id=2.5.1.2.1.1.2&org.apache.struts.taglib.html.TOKEN=b6323d314

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Contact

Document Title: FAC77 Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services Issued By: Operational Services Division / Infrastructure and Support Procurements

Summary Contact Rules Physical Conference Sign-in List Question/Answer

Dmitriy Nikolayev
Procurement Manager, Facilities & Environmental Services
One Ashburton Place, Room 1017
Boston, MA, 02108
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(617) 727-4527 (Fax)
Dmitriy.Nikolayev@state.ma.us


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It is the responsibility of every bidder to check Comm-PASS for both:

Any addenda or modifications to a Solicitation for which they intend to bid by monitoring the "Last Change" field on





Rules advise users of: “Estimated Final Q/A Publish Date”, association of company names with questions, availability of tentative answers.



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Rules

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Calendar Rules

Online Q/A Start Date: 05/08/2012 05:00PM
Online Q/A End Date: 05/15/2012 05:00PM
Estimated Final Q/A Publish Date: 05/20/2012 11:59PM

Forum Rules

- 1) Company Names ARE Visible: Company names of vendor's submitting questions will be visible to the public
- 2) Answers are NOT Available Until Final: All answers can only be viewed after they have been finalized by the forum administrator

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It is the responsibility of

The Forum is available on the record owner's Desktop via the "Quick Links".



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[You have 0 Items In Your Rejected Inbox](#)
[You have 56 Draft Solicitation\(s\)](#)
[You have 7 Draft Contract\(s\)](#)
[You have 7 Open Solicitation\(s\)](#)
[You have 0 Active Contract\(s\)](#)
[You have 3 Active Forum\(s\)](#)
[You have 0 Email Notification\(s\) that were sent today](#)

[You have 22 Draft Quick Quote\(s\)](#)
[You have 0 Draft Award\(s\)](#)
[You have 0 Draft Purchase Order\(s\)](#)
[You have 0 Posted Quick Quote\(s\)](#)
[You have 1 Posted Award\(s\)](#)
[You have 0 Posted Purchase Order\(s\)](#)
[You have 0 Quick Quote\(s\) with at least one\(1\) Response](#)

[You have 6 BusSmart Membership Requests Awaiting Review](#)

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9 Items found, displaying all Items.

| Document Type | Document Title | Close Date/End Date/Quote Deadline | Delete | View |
|---------------|---|------------------------------------|--------|------|
| CONTRACT | Electrician - Tradespersons Repair and Maintenance | 12/15/2014 | | |
| SOLICITATION | Network Services | 05/10/2012 | | |
| CONTRACT | OFF15 - Printing Services (Offset, Photocopy, pre- and post-press production) and Mail Services | 06/30/2012 | | |
| CONTRACT | Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies | 04/30/2014 | | |
| CONTRACT | Short-term Rental of Various Light Duty Vehicles | 11/14/2012 | | |
| QUICKQUOTE | The eProcurement Roadmap and Business Case | 02/13/2012 | | |
| SOLICITATION | Training Services | 05/10/2012 | | |
| SOLICITATION | Travel Services | 05/17/2012 | | |
| CONTRACT | Two-Way Radio Systems, Equipment & Services | 06/30/2012 | | |

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To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.

Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.